

Dr. George A. Lauritson  
Mayor



City of St. Robert, Missouri  
194 Eastlawn Ave., Suite A  
St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

573-451-2000  
(Extension 1112)  
573-336-5714 (fax)

November 1, 2022

Dear Engineering Consultant:

The City of St. Robert is requesting the services of an engineering consulting firm to perform construction of approximately 2,800 feet of pedestrian improvements. The described professional services for the project are listed under "Consultant Services Required" on the attached list. If your firm would like to be considered for these engineering consulting services, you may express your interest by responding to the appointed contact person, or Mayor, City of St. Robert, which is indicated on the attachment. Limit your letter of interest to no more than two (2) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the similar project backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with MoDOT as part of the pre-qualification documents. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Pre qualification List](#), or your firm will be considered non-responsive.

We request all letters be received by 1:30 pm, November 30th at City Hall : 194 Eastlawn Ave, St. Robert, MO 65584.

Sincerely,

Anita Ivey  
Administrator

Attachment

*The City of St. Robert provides reliable, superior municipal services for its citizens, businesses,  
recreation, economic development, and a safe living environment*

<b>City/City St. Robert Marshall Drive</b>	
Federal Aid No:	<b>TAP 9901(533)</b>
Location:	St. Robert, Missouri
Proposed Improvement:	Construction of approximately 2,800 feet of pedestrian improvements
Length:	Approximately 2,800 feet
Approximate Construction Cost:	\$600,000
DBE Goal Determination:	5 %
Consultant Services Required:	<p><i>The engineering responsibilities may include but are not limited to the following:</i></p> <p><i>The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</i></p> <p><i>Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection .</i></p>
Other Comments:	None
Contact:	Name: Anita Ivey Address: 194 Eastlawn Avenue Phone: (573) 451-2000 Email: aivey@saintRobert.com
Deadline:	1:30 pm 11-30-22
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed 2 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter interest should be received at the address and by the time specified.</li> </ul>	

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Pursuant to the Brooks Act for Consultant Selection - the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- Mo DOT.

Experience and Technical Competence -	<u>35</u>	Max Points
Capacity and Capability-	30	Max Points
Past Record of Performance -	<u>35</u>	Max Points

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